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Approved For Release 2001/09/04 : CIA-RDP86-00244R000100130010-1 Attachment I

OFFICE SPACE

Housekeeping Practices:

1. The Agency has had a good deal of experience with "pack rat" personnel, i.e., those who keep anything and everything that "would be nice to have", or "I might need this sometime". Considerable space still can be reclaimed, as with past efforts, by effectively reducing our records and research data, as well as turning in unused office equipment and furniture. A follow up reorganization and consolidation of daily or frequently used materials not only creates a better work area, but saves space.

Certain Deputy Chief Offices and Positions:

2. Many Agency elements are organizationally structured so that each Section, Branch and Division Chief has a deputy. By eliminating the "Deputy" slot from the T/O structure of Sections and some Branches, it might be possible to save both personnel and space. It is proposed that the official designation of a Deputy be eliminated in Agency components below the office level. "Deputies" duties would be performed by the senior man in the next lower echelon. ?

The space opened up would be used for relief of a tight space situation in the respective component or recovered for reassignment to another Agency element which has a below average square feet of office space per occupant.

Office/Meeting Space:

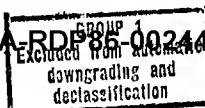
3. In those elements where, for justifiable reasons, the Deputy is required, either his office or that of the Chief could provide meeting or conference space. Where such space is necessary, it would be considered as part of the office and also provide justification for a somewhat larger than average office. This arrangement would eliminate many conference rooms which receive little use, are expensive, and utilize precious space. ?

"Inner Connecting Ways":

4. Many groups of offices in Agency buildings are arranged off a main, or sub-corridor, in such a way that one enters a secretarial space and then via a continuation of this space proceeds to a specific office. The secretarial space is generally configured in a manner that creates an "inner connecting way" paralleling the main corridor. This permits personnel to move quite some distance along the "inner connecting way" without having to use the main corridor. A considerable number of offices could be created by reconfiguring such "connecting ways". This should be further investigated.

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Office "Reception Areas":

5. It has been observed that many offices at the Office, Division, and Branch levels have set aside more than the necessary space for "visitors". In most instances, the "visitors" are Agency personnel who occasionally come and go into these areas and the need for spacious accommodations is questionable. The occasional, "non-agency" visitor is usually escorted directly to a conference room, office or other meeting place, and does his "waiting" in a building entry processing area established for this purpose for security and other reasons. It seems reasonable that all office reception areas be re-examined on the basis of real need, and treated accordingly. The space made available could be reconfigured for other pressing requirements.

"Private Office" Space:

6. The requirement for a private office in excess of 140 square feet in cases other than chiefs of elements below office level is questionable. Such "private office" utilization should be limited to chiefs above the branch level, or those whose responsibilities require such space assignment. In all other instances, at least two persons should occupy an office with 140 sq. ft. or more space. Additional space might well be made available on this basis. In this connection, where two persons occupy an office space, it is recommended that two drawer safes incorporated in desks be utilized by two officers, in lieu of a four drawer safe, as a space saving technique; it would also be more convenient to the user. The use of four drawer safes should best be confined to general work areas where a number of safes can be placed together.

Shift Schedule:

7. Consideration should be given to the feasibility of Agency elements working on more than an "8 AM to 5 PM" single shift basis. Presently some Agency elements are on a multiple shift basis, notably the Signal Center, Watch Office, and Security. Granted this option must be carefully and completely evaluated to minimize instances of (a) forcing some elements to operate at the convenience of others and (b) having elements operating at times when their contacts and counterpart groups in the Agency and other Government offices are not working. A double or triple shift will probably require added supervisory strength. However, such action may provide a means for more profitable utilization of existing facilities in some offices, laboratories, expensive equipment (such as computers), and libraries for research.